

## Cashbook Reorganise

Use the Reorganise command to remove items marked for deletion and reconciled transactions (where appropriate) and completed recurring entries. The Reorganise command performs the following actions:

- Removes records marked for deletion, such as accounts, cashbook types, payee names, and so on.
- Removes reconciled transactions that are older than the number of months specified in the Retain Transactions box on the Cashbook - Set Options form.
- Removes, if requested, completed recurring entries.
- Removes matched transactions.

